

**Summary of the  
Program Policy and Structure Committee Teleconference  
February 25, 1998**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, February 25, 1998, at 11 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Ms. Pauline Bouchard of the Minnesota Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss inconsistencies between the Constitution and Bylaws and Chapter 1 compared to the other Chapters of the NELAC Standards.*

**USE OF THE NELAC LOGO**

It was determined that the use of the NELAC Logo should be referred to in Chapter 4 of the NELAC Standards. Ms. Jeanne Mourrain of the U.S. Environmental Protection Agency (USEPA) was planning to discuss this issue with EPA'S Office of General Counsel.

**REVIEW OF NELAC STANDARDS FOR CONSISTENCY AMONG CHAPTERS**

The committee members volunteered, during the February 11, 1998, teleconference, to review the chapters of the NELAC Standards for consistency with the Constitution and Bylaws and Chapter 1. It was decided that each committee member who was reviewing a chapter would bring any issues/changes to the attention of that committee's chair.

Mr. Steve Clark, who reviewed Chapter 2, did not participate in this teleconference.

Mr. Jerry Parr, who had volunteered to review Chapter 3, addressed several issues although he did not find any inconsistencies in Chapter 3 with the Constitution and Bylaws and Chapter 1. Mr. Parr mentioned several terms in Chapter 3 that he wanted to make sure were in the Glossary of terms. These were as follows: reciprocity, ELAB, AARB, NELAC Standards, contributors, primary accrediting authority, secondary accrediting authority, analyte, representative, method, SOP, delegate, committee and Ad Hoc. The last paragraph in Section 3.1 which refers to health and safety is not addressed in Chapter 1. It was suggested that a comment regarding this issue should be directed to the Onsite Assessment Committee.

Mr. Robert Luna reviewed Chapter 4. He mentioned that Section 4.1.6 needs to have any references to fees deleted. The final paragraph of this section is fine to leave as is. Mr. Luna addressed that the last paragraph of Section 1.9.1 needs to address Interim Accreditation which is the subject of Section 4.5.1, and that this term should be used in Section 1.9.1. Discussion ensued and it was decided by the Committee that Interim Accreditation can be performed without an Onsite Assessment. However, this issue needs to be clarified in Section 4.1.2.

Dr. Bouchard requested that Mr. Luna draft the appropriate language for Chapter 1 to deal with these issues in Chapter 4. It was decided that the last part of 1.9.1 would be copied to 4.1.2. A definition for Interim Accreditation needs to be put into Section 1.9.1 with a reference to

Chapter 4. It was also decided that distinguishing between an Interim Accreditation and adding a parameter to a program needed to be established. Referencing the other chapters under Section 1.9.1 was discussed. Mr. Luna will attempt to do this as well.

Ms. Marlene Moore reviewed Chapter 5. She mentioned some confusion regarding the terms NELAP and NELAC. Discussion made it apparent that these definitions need to be clarified. One committee clarified it by saying that a lab can never get NELAP accreditation, only NELAC accreditation. It was determined that the Glossary will be taken out of Chapter 5 and that the Program Policy and Structure Committee will take the responsibility of making sure that it is complete and updated on a regular basis. It was also decided that Sections 1.9.5 through 1.9.10 would be deleted from Chapter 1.

Dr. Marcia Davies reviewed Chapter 6. She stated that even though this chapter is poorly written there were no inconsistencies with the Constitution and Bylaws or Chapter 1. The committee will resume discussion with Chapter 6 at the next teleconference.

## **NEXT MEETING**

The next meeting of the Program Policy and Structure Committee will be by teleconference on March 11, 1998, at 11 a.m. EST.

**ACTION ITEMS**  
**Program Policy and Structure Committee Teleconference**  
**February 25, 1998**

<b>Item No.</b>	<b>Action</b>	<b>Date To Be Completed</b>
1.	Ms. Mourrain will discuss use of the NELAC Logo with EPA OGC Attorney on February 26, 1998.	
2.	Mr. Luna will draft the appropriate language for Chapter 1 to deal with issues in Chapter 4 regarding Interim Accreditation and Onsite Assessment.	
3.	Mr. Luna will draft language which references the other Chapters under Section 1.9.1.	

**PARTICIPANTS**  
**Program Policy and Structure Teleconference**  
**February 25, 1998**

<b>Name</b>	<b>Affiliation</b>	<b>Telephone Numbers</b>
Ms. Pauline Bouchard, Chair	MN Dept of Health	T: 612-623-5331 F: 612-623-5514 E: pauline.bouchard@health.state.mn.us
Dr. Mehdi Ali (absent)	TX A&M University	T: 915-859-1908 ext. 10 F: 915-859-1078 E: a-ali101@eamu.edu
Mr. Stephen W. Clark (absent)	USEPA	T: 202-260-7159 F: 202)260 -4383 E: clark.stephen@epamail.epa.gov
Dr. Marcia C. Davies	US Army Corps of Engineers	T: 402-697-2555 F: 402-697-2595 E: marcia.c.davies@usace.army.mil
Mr. Robert Luna	City of Longmont Water/Waste Water	T: 303-651-8666 F: 303-682-9543 E: colwwtp@lanm.nds.net
Dr. Tito Madrid (absent)	NM Environmental Dept.	T: 505-827-2855 F: 505-827-2836
Dr. Thomas W. McAninch (absent)	Eastman Chemical Corp.	T: 903-237-5473 F: 903-237-6395 E: twmcan@eastman.com
Ms. Marlene O. Moore	Advanced Systems Inc.	T: 302-834-9796 F: 302-995-1086 E: mmoore@advancedsys.com
Ms. Jeanne Mourrain	USEPA	T: 919-541-1120 F: 919-541-4261 E: mourrain.jeanne@epamail.epa.gov
Mr. Jerry Parr	Quanterra Environmental Services	T: 303-421-6611 F: 303-467-9136 E: jerryparr@msn.com
Dr. Robert Stevens (absent)	CA EPA	T: 510-540-3003 F: 510-540-2305 E: rds@ix.netcom.com
Ms. Helen Reading (Contractor Support)	RTI	T: 202-728-2044 F: 202-728-2095 E: hmr@rti.org